

Change Your Phone Number – Detailed Job Aid

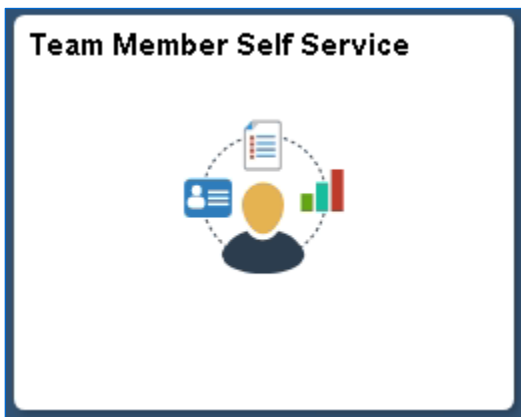
Procedure

Follow these steps to change your phone number:

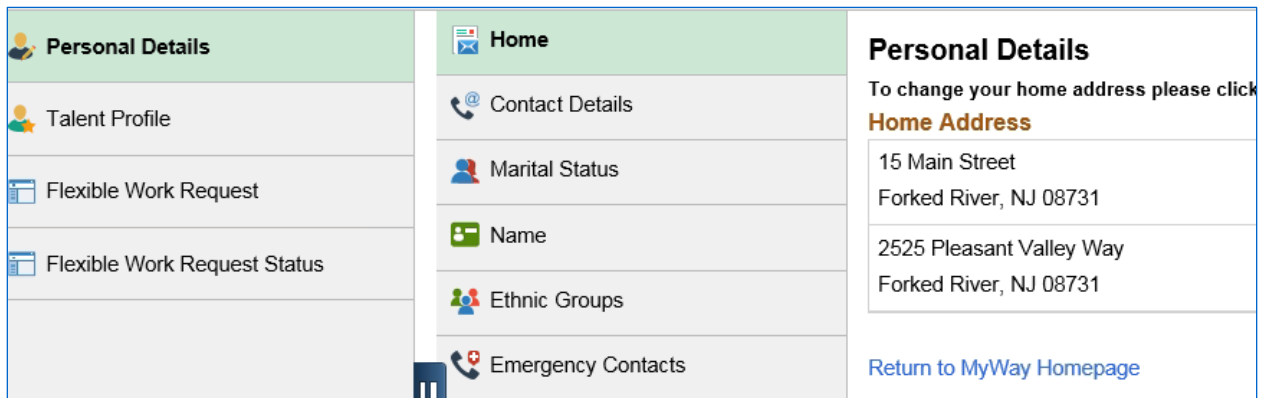
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



2. After you have signed into the MyWay system, verify the top blue toolbar says MyWay. If it does not, click the dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.



4. The **Personal Details > Home** menu defaults. Click the **Contact Details** tab.

Phone		
+		
Number	Extension	Type
732/751-3310		Business
609/756-0789		Home

5. Do one of the following
 - a. To update an existing phone number:
 1. Click in the area of the phone number.

Cancel Phone Number Save

Type Business

Preferred

Number 732/751-1111

Extension

Delete

2. Update the phone number in the applicable fields.
 3. Click the **Save** button.
 - b. To delete a phone number:
 1. Click in the area of the phone number.
 2. Click the **Delete** button.
 3. Click the **Yes** button to confirm you want to delete the number.
 - c. To add a new phone number:
 1. Click the **plus** (+) sign below the **Phone** header.
 2. Complete the fields for the new phone number.
 3. Click the **Save** button.

Result: The **Contact Details** page displays with the updated phone number information.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.